



City of Wenatchee Historic Preservation Office
c/o Wenatchee Valley Museum & Cultural Center
127 S. Mission
Wenatchee, WA 98801
(509) 888-6243 FAX (509) 888-6256

PROJECT DESIGN REVIEW PROCESS & REQUIREMENTS FOR PROPERTIES LISTED ON THE WENATCHEE REGISTER OF HISTORIC PLACES

Design Review is the process by which the Wenatchee Historic Preservation Board reviews proposed changes to Wenatchee's historic resources. Any work done on a property listed on the Wenatchee Historic Register of Historic Places (individually or in a local historic district) that would require a building permit will need a **“Certificate of Appropriateness”** from the Wenatchee Historic Preservation Board or staff to approve the work.

The property owner of a listed historic property is required to submit plans and a written description for any changes to the Historic Preservation Office and the Board for review of the work and a “certificate of appropriateness” **prior** to applying or obtaining a permit and before work begins. Work projects may include:

- *Alterations to historic structures*
- *Change of use*
- *New construction within historic districts*
- *Demolition of historic structures*

STEPS FOR SUBMITTING APPLICATIONS

The application for a Certificate of Appropriateness may be obtained from the Historic Preservation Office, located at the Wenatchee Valley Museum & Cultural Center, 127 S. Mission (509) 888-6243, the City of Wenatchee Building Department located at the Public Services Center building, 1350 McKittrick (509) 888-3262 or can be found online at www.wenatchee.gov.org. **The applicant is to submit the completed application to the Historic Preservation Office located at the Wenatchee Valley Museum (address at top of page) a minimum of two weeks prior to a Historic Preservation Board meeting date.**

Applicants are required to first review the proposed project with the Historic Preservation Officer, particularly if the applicant is applying for the Special Valuation property tax program. Please call 888-6243 to schedule a meeting.

Who does this process apply to?

All historic properties registered on the Wenatchee Register of Historic Places, which are considering construction projects requiring a City of Wenatchee building permit are required to complete this review especially if the property owner is going to apply for Special Valuation for property tax program.

When does this process apply?

There are key time periods when the Historic Preservation Officer and Board will need to physically view the property to review what the project plans will alter and also during construction. The Historic Preservation Officer after owner consent form is signed, may also need to visit with the designer or architect during the design and construction phases to review finish materials (tile, fixtures, hardware, lighting selections) if the project proposes these changes. **The review process does not apply to ordinary repairs, maintenance issues, including painting, or any emergency measures.**

What kind of work projects require review?

Work projects include, but are not limited to, alterations to historic structures (interior and exterior), new construction within the historic districts, change of use, and any demolition of an historic structure.

HISTORIC PRESERVATION PROJECT REVIEW TIMELINE

1st Review: Prior to building plan development:

- Property owner is to contact the Historic Preservation Officer who tours the site with owner prior to any project alterations. This will allow for an initial assessment of the building and to photo document the existing structure.
- Review the project or plans of a project with the Historic Preservation Officer. Addressing all design issues is critical in assuring that the property owner receives final approval for the project from the Historic Preservation Board and will avoid delays in obtaining permits.
- After the initial review, the owner signs the Owner Consent form and then proceeds with completing the project construction plans.

2nd Review: Approval of the plans: Upon the completion of the initial review and with the owner's permission, the Historic Preservation Board and the Historic Preservation Officer, may tour the project site with the owner explaining the project plans. After the Historic Preservation Board approves the project plans, the Board via the Officer will issue a *Certificate of Appropriateness* to the owner and the City of Wenatchee Building Department.

3rd Review (s): During Construction:

With permission from the owner by signing the Owner Consent Form attached, the Historic Preservation Officer begins reviews at the initial demolition or framing of interior spaces stage in the project and continues review through to final choices of finish selections (tile, lights, hardware) depending on the type of project being undertaken. Any meetings with the owner's architect, designer, or builder are coordinated by the owner and in owner's presence unless approved otherwise by the owner. Additional photo documentation by the Historic Preservation Officer may also be needed during construction. Property owners are asked to keep the Historic Preservation Office informed of the project's progress. The Preservation Office is available for assistance to the property owner throughout this process.

This review is especially important if the applicant plans to apply for the Special Valuation program. The Special Valuation program brochure may be obtained from the Historic Preservation Office.

Any **changes** to the previously approved plans will need to be reviewed and approved by the Historic Preservation Board for an amended *Certificate of Appropriateness* which will be sent to Building Department.

Final Review (s): After Construction:

Final reviews after the project is completed will also be needed by the Historic Preservation Board and Officer. Touring the property at completion is also required prior to filing the Special Valuation forms and certification of the project costs by the Board as required by law.



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APPLICATION FOR "CERTIFICATION OF APPROPRIATENESS" OR WAIVER OF CERTIFICATE

Please include *all* of the following information with your application. **Insufficient application materials will result in a delay in processing your application.** If you have any questions regarding application requirements or standards for properties listed on the Wenatchee Register of Historic Places, please call the Historic Preservation Office.

PROPERTY INFORMATION

Building/Property Name (if applicable): _____

Building/Property Address: _____

Property Owner's Name (printed): _____

Property Owner's Address: _____

Property Owner's Phone: _____ Email: _____

TYPE OF WORK FOR REQUESTED CERTIFICATION OF APPROPRIATENESS OR WAIVER -

Mark all that apply.

- | | | |
|--|--|---|
| <input type="checkbox"/> Exterior remodeling | <input type="checkbox"/> Interior remodeling | <input type="checkbox"/> Change of use |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> New construction (addition or new building) | <input type="checkbox"/> Signs/awnings/lighting |

Estimated cost of proposed work \$ _____

APPLICATION CHECKLIST - Please include all that apply to your project.

- * **Written details of the project.** Include quantities and dimensions of elements such building dimensions (show on plans) or for signs (i.e. "one proposed 24 X 60" sign, with 12" extruded letters, to be located on the south façade")
- * **List** of exterior or interior features to be removed, replaced or added, explain changes to these features.
- * **Construction drawings** for building addition, new buildings, or new elements to the building (i.e., decks)
- * **Site plan/location map and scale elevations** (for any additions or new construction)*
- * **Details of method(s)** of attachments such as for signs, awnings and canopies*
- * **Photographs of existing conditions** for work areas (interior and exterior) - (digital or printed is acceptable)
- * **True color paint and/or finish samples** (for change of exterior color)* * if applicable

PROJECT NARRATIVE AND DESCRIPTION

Please describe the project below, or attach a separate page. **All aspects of a project must be written out in detail.**

**OWNER CONSENT FORM FOR
REVIEW OF PROJECT APPLICATION AND SPECIAL VALUATION PROGRAM**

I am the owner of the property listed on this application or I have authorized _____
to make this application as my authorized agent

I understand that the property will need photo documentation before and during the construction period
which I may provide or and may be done by the Historic Preservation Officer.

I understand that any changes to the approved construction plans shall be submitted to the Historic
Preservation Board and Office for approval prior to construction.

I understand that review of proposed work or finishes may involve my architect, designer and/or contractor
and the Historic Preservation Officer. All such meetings or communications shall be coordinated with and
approved by me.

I understand that when a Certificate of Appropriateness is obtained, a building or land use permit may be
obtained, if applicable.

I understand that if I intend to apply for the Special Valuation property tax program I will need to provide
proof of expenditures (receipts) for all work approved by the Historic Preservation Board and that the
approved project expenses will total 25% or more of the current assessed value of my property.

CHECK ONE: ☒ **Yes** ☐ **No**

I understand that I **cannot** request Special Valuation consideration at the end of the construction period if
review of materials and finishes has not occurred.

If I do not wish to file for Special Valuation, I understand that approval of my building's construction plans
is still required by the Historic Preservation Board.

Signature of Owner(s) or Authorized Agent

Date

FOR OFFICE USE ONLY

The Historic Preservation Officer and/or the Wenatchee Historic Preservation Board have reviewed the Certificate of
Appropriateness application and recommend:

- | | |
|---|---|
| <input type="checkbox"/> Preliminary Approval of Certificate of Appropriateness | <input type="checkbox"/> Waiver of Certificate of Appropriateness |
| <input type="checkbox"/> Final Approval of Certificate of Appropriateness | <input type="checkbox"/> Denial of Certificate of Appropriateness |

**A fully signed copy of this application and signature page has been provided to the property owner of their
designated representative.**

Historic Preservation Officer _____

Chair, Wenatchee Historic Preservation Board _____